

MINUTES OF THE
AD HOC COMMITTEE TO SELECT DIRECTOR OF
HUMAN RESOURCES DEPARTMENT

THURSDAY, SEPTEMBER 20, 2007

At a meeting of the **Ad Hoc Committee to Select Director of Human Resources Department**, held Thursday, September 20, 2007, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Lund-Chair, J. Flynn, Tocco, Slinde and Vosburg.

There being a quorum of the committee present, Chair Lund called the meeting to order at 9:05 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Vosburg, supported by J. Flynn, to adopt the agenda, as presented. **The Motion Carried.**

INTERVIEWS

Chair Lund indicated that Mr. Brumbaugh and Mr. Cassin are present to participate in the interviews, but will not be allowed to vote for a candidate. He said that Mr. Anderson did not feel it was appropriate for him to be a participant because he is a reference for one of the candidates.

Committee reviewed and finalized the questions that will be asked.

An interview matrix form was discussed and the following weightings were determined for the categories:

Job Related Education – 5%
Job Related Experience – 15%
Job Related Knowledge – 10%
Communication/Interpersonal Skills – 15%
Problem Solving/Decision Making Skills – 15%
Project Management Skills – 10%
Team Work – 15%
Insight and Alertness – 15%

The following individuals were interviewed:

Maureen Henson
Eric Herppich
James Delaney
Mark Dukes

A recess was taken at 2:40 p.m. so committee could move to the conference room. Chair Lund called the meeting back to order at 2:50 p.m.

CANDIDATE EVALUATION AND RECOMMENDATION

Committee reviewed each of the candidates. Ms. Goodheart summarized the references that she obtained for each of the candidates.

A recess was taken from 3:55-4:12 p.m.

Committee discussed the possibility of a second interview with Ms. Henson and Mr. Herppich.

MOTION

A motion was made by J. Flynn, supported by Tocco, to offer the position to Maureen Henson.

Commissioner Vosburg said she was not ready to make a decision and would like more time to conduct follow-up interviews.

After discussion, it was decided that follow-up interviews should be held with Ms. Henson and Mr. Herppich.

Commissioners J. Flynn and Tocco withdrew their motion.

MOTION

A motion was made by Vosburg, supported by Slinde, that follow-up interviews be held with Maureen Henson and Eric Herppich. **The Motion Carried.**

Chair Lund recessed the meeting at 5:06 p.m. until Tuesday, September 25, at 5 p.m.